

RTI MATTER
By Speed Post

No. 27-04/2013-O&M/PG (RTI)
Government of India
Ministry of Agriculture
Department of Agriculture and Co-operation
(O&M/PG Section)

Krishi Bhawan, New Delhi.
Dated: 18.03.2014

To ✓
Dr. Upendra Bhojani,
Institute of Public Health,
#250 Masters Cottage, 2 'C' main Road,
2nd C Cross, Girinagar
1st phase, Bangalore- 560085

Subject: RTI application of Dr. Upendra Bhojani- reg.

Sir,

I am directed to refer to your RTI application dated 20.02.2014 and subsequent letter dated 10.03.2014 and to enclose herewith the copy of the agreement with FICCI for implementation of ISO 9001:2008 certification in DAC.

If you are not satisfied with this reply of the undersigned you may make an appeal to the following Appellate Authority:

Shri N.K. Gupta
Deputy Secretary and Appellate Authority
Department of Agriculture and Co-operation
R.No. 248-B, Krishi Bhawan, New Delhi.
Tel.No. 23384752

Yours faithfully


(Raj Kumar)

Under Secretary (O&M/PG) & CPIO
Tel: 011-23389429

Copy for information to: Under Secretary & CPIO, RTI Cell, DAC, Krishi Bhawan, New Delhi
w.r.t their letter No. 11-701/2013-14/RTI Cell dated 26.02.2014.



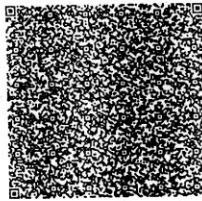
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INDIA NON JUDICIAL

Government of National Capital Territory of Delhi

e-Stamp

Certificate No.	: IN-DL24082361120220M
Certificate Issued Date	: 19-Feb-2014 11:36 AM
Account Reference	: IMPACC (V) dl717303/ DELHI/ DL-DLH
Unique Doc. Reference	: SUBIN-DL71730345574136746243M
Purchased by	: FICCI QUALITY FORUM
Description of Document	: Article 4 Affidavit
Property Description	: Not Applicable
Consideration Price (Rs.)	: 0 (Zero)
First Party	: FICCI QUALITY FORUM
Second Party	: DEPT. OF AGRICULTURE AND COOPERATION
Stamp Duty Paid By	: FICCI QUALITY FORUM
Stamp Duty Amount (Rs.)	: 10 (Ten only)



.....Please write or type below this line.....

Agreement

This agreement is made on February 19, 2014 between the Department of Agriculture & Cooperation (DA&C), and FICCI Quality Forum (FQF), a division of Federation of Indian Chambers of Commerce and Industry (FICCI) located at Federation House, Tansen Marg, New Delhi-110001.

Whereas the FQF having its office at Federation House, Tansen Marg, New Delhi-110001 has been assigned by Department of Agriculture & Cooperation, the task of providing consultancy services for implementing ISO 9001:2008 requirements within the Department of Agriculture & Cooperation, whereas FQF has agreed to undertake the assignment on the following terms and conditions:-

Statutory Alert:

1. The authenticity of this Stamp Certificate should be verified at www.stampcertificates.com. Any discrepancy in the details available on the website renders it invalid.
2. The onus of checking the legitimacy is on the users of the certificate.
3. In case of any discrepancy please inform the Competent Authority.



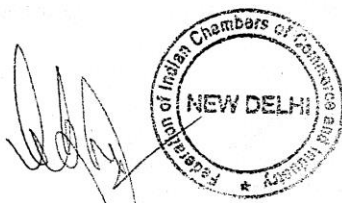
(Signature)

(R. B. SINHA)
Secretary
Government of India
Ministry of Agriculture
(Deptt. of Agri. & Coopn.)
Krishi Bhawan, New Delhi

I. Terms of Reference:-

The terms of reference for the consultant will include the following:

1. To assist the DA&C form the Steering Committee and ISO Project team who will be responsible for implementing ISO 9001:2008 requirements.
2. To determine the scope of ISO 9001:2008 implementation under the first phase, and finalize the same through discussion with the Steering Committee. The consultant should define such a scope for which ISO 9001:2008 requirements may be implemented within a time period of four months.
3. To perform gap analysis of the existing documentation of the department against the requirements of ISO 9001:2008 and produce a gap analysis report.
4. To plan together with the ISO project team of the department on the ways to address the gaps in order to develop the necessary documentation for ISO 9001:2008 certification.
5. To develop all mandatory procedures as required in ISO 9001:2008 and guide the ISO project team on implementing the same.
6. To develop customized training course material in soft copy for conduct of all necessary trainings.
7. To conduct required trainings that will include (i) top/senior management briefing; (ii) planning, documentation and implementation workshop for ISO project team and, (iii) awareness programme for all employees.
8. To advise the ISO steering committee on change management and the success factors to support effective implementation of ISO 9001:2008.
9. To conduct Internal Auditors training and guide the Internal Auditor team in conducting required numbers of internal audits.
10. To assist in evaluation of implemented ISO 9001:2008 quality management system through internal audits including closure actions.
11. To offer close guidance in the preparation and review of final documents prior to certification.
12. To assist in coordination of required management reviews prior to certification.
13. To guide the ISO project team to take the necessary corrective actions on identified non conformities and final review of documents.
14. To guide the ISO project team in making an application for certification.
15. To co-ordinate during final certification of the department and ensure the department is certified by a select certification body.
16. Any other task to ensure the certification of the department.



Handwritten signature

(R. B. SINHA)
Joint Secretary
Government of India
Ministry of Agriculture
(Deptt. of Agri. & Coopn.)
Krishi Bhawan, New Delhi

II. Time Frame:-

The ISO 9001:2008 will be implemented in phases. The time period for the first phase will be 4 months from the date of award of the contract.

III. The responsibilities of the Consultant shall include (but not limited to):-

- Carry out all the activities as specified in the terms of reference so as to help the DA&C in obtaining ISO 9001:2008 certification in respect of the division/offices listed in the Annexure 'A'.
- Depute trainer(s)/expert(s) to assist and guide the DA&C all the activities and facilitate submission of application to Certification Body for ISO 9001:2008 certification.
- To submit the progress report to the top management of the Department of Agriculture & Cooperation /QCI on weekly basis or as and when required.

IV. The responsibility of the Government Department shall include (but not limited to):-

- Provide all the support to consultant like facilitation in holding meetings, organizing and conduct of training programs, the provision of office facilities, document/record availability and any other requirements for timely completion of the first phase of ISO 9001:2008 implementation.
- To ensure that there is compliance to the requirements as suggested by consultant in a timely manner so that delays in implementation of requirements of ISO 9001:2008 are avoided.

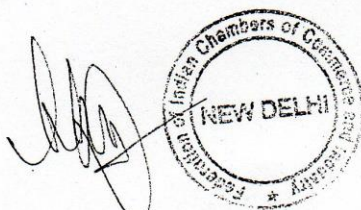
V. Deliverable:-

The deliverables will include the following (but not limited to):-

- Project schedule with defined milestones.
- Gap analysis report as mentioned in terms of reference.
- Necessary documentation like quality manual, procedures, instructions, records, as required in ISO 9001:2008 standard.
- Customized training modules for all necessary training.
- Internal audits reports.
- Progress reports of activities covered under terms of reference.

VI. Fee:-

The lump-sum fees will be Rs. 1,79,776/- (Rs. One lakh seventy nine thousand seven hundred seventy six) (including service tax).



A handwritten signature in black ink, likely belonging to R. B. Sinha.

(R. B. SINHA)
Joint Secretary
Government of India
Ministry of Agriculture
(Deptt. of Agri. & Coopn.)
New Delhi


VII. Payment schedule & conditions:-

Payment shall be made according to the following schedule:-

- 25% After the first workshop and briefing to the top management of the Department of Agriculture & Cooperation
- 25% After completion of documentation.
- 25% After completion of conduct of all scheduled trainings
- 15% After completion of internal Audits
- 10% After certification of the Department

VIII. Others:-

- The DA&C shall depute a senior officer for coordination with the consultant in matters related with the project.
- If for any reason the work is delayed, the project shall be rescheduled to mutual agreement between DA&C and FQF
- All disputes and differences arising out of or in any way touching or concerning this Agreement shall be referred to Secretary of the Department.


Signed on behalf of
Department of Agriculture & Cooperation (DA&C)

Date 25.02.2014

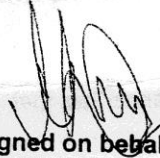
Name:

(R. B. SINHA)
Joint Secretary
Government of India
Ministry of Agriculture
(Deptt. of Agri. & Coopn.)
Krishi Bhawan, New Delhi

Designation:

Witnesses:

1. _____


Signed on behalf of
FICCI Quality Forum (FQF)

Date February 19, 2014

Name: Dr. Sanjeevan Bajaj

Designation: QEO, FICCI Quality Forum

Witnesses:


1. _____

ANNEXURE- 'A'

List of the Division/Offices for which Action Plan for obtaining of ISO 9001: 2008 Certification is to be prepared by the FICCI.

- All activities relating to functions of CIB&RC as defined in the Insecticides Act and Rules

This includes its interface with PP division of DA&C and other bodies such as Central Insecticides laboratory (CIL) and Food Safety Standards Authority of India (FSSAI) etc.



Signed on behalf of
Department of Agriculture & Cooperation (DA&C)

Date: 25-02-2014

Name: (R. B. SINHA)
Joint Secretary
Government of India
Ministry of Agriculture
Designation: (Deptt. of Agri. & Coopn.)
Krishi Bhawan, New Delhi

Witnesses:

1. _____


Signed on behalf of
FICCI Quality Forum (FQF)



Date: February 19, 2014

Name: Dr. Sanjeevan Bajaj

Designation: CEO, FICCI Quality Forum

Witnesses:

1. _____